

**OHIO PETROLEUM ACTIVITY TAX
ACH CREDIT METHOD ADDENDA RECORD FORMAT INSTRUCTIONS
PLEASE PROVIDE THIS INFORMATION TO YOUR FINANCIAL INSTITUTION**

KEY BANK 4910 TIEDEMAN RD BROOKLYN, OH 44144	ROUTING NUMBER 021052053 BANK ACCOUNT NUMBER 33257268
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Payment information must be formatted as shown in this **sample record**:

**TXP * 728000000 * 06200 * 220331 * T * 10000000 **

↑	↑	↑	↑	↑	↑	↑
Begin Record (Always use TXP)	9-Digit Account# (8 digits plus 1 st digit in Tin# no hyphens)	Tax Type Code (see below)	Quarter End Date License Fee Period Enter period End Date	Amount Type (YYMMDD format)	Payment Amount (Always use T)	End Record (No commas or decimals)

Please do not use your Federal ID Number

Use “ * “ to separate each entry, and end with “ \ “. DO NOT USE SPACES OR DASHES IN YOUR FORMAT.

The correct addenda record format must be followed to avoid possible rejection of your payment and additional charges. These instructions are for ACH credit only. Wire transfers using this banking information the wire will reject.

Ohio Petroleum Activity Tax (PAT)

Tax Type Codes: PAT Tax – 06200
PAT License – 06300

NACHA TXP CONVENTION LAYOUT FOR ACH CREDIT PAYMENT

DATA ELEMENT NUMBER	DESCRIPTION	FIELD LENGTH	CONTENTS
1	NACHA’S Record Type Code	1	7
2	NACHA’S Addenda Type Code	2	05
3	Segment Identifier	3	TXP
4	Separator	1	*
5	Account Number	9	Numeric (9) Digits
6	Separator	1	*
7	Tax Type Code	5	Numeric (5) Digits
8	Separator	1	*
9	Tax Payment enters Quarter End Date. License Fee enters Period End Date.	6	Numeric (6) digits YYMMDD
10	Separator	1	*
11	Amount Type Code	1	T
12	Separator	1	*
13	Payment Amount	Variable	Numeric (always enter cents)
14	Segment Terminator	1	\

If you have any questions, please call Ohio Treasurer Electronic Payment Department
877-338-OHIO